



Massachusetts Forest Legacy Program FY2018 Project Application Instructions

A request for proposals for the Forest Legacy Program has been announced by the USDA Forest Service. The Massachusetts Forest Legacy Program is now accepting project proposals for consideration in the Federal Fiscal Year 2018 appropriation process.

Project proposals submitted in previous years, but not funded, must be submitted again and comply with this announcement for consideration in FY 2018. Funding should be available for successful project proposals in the spring of 2018.

Application Deadline:

Completed project proposals must be received no later than **5:00 PM on September 12, 2016.**

Submission Instructions:

- A. Send **one paper copy** and **one electronic copy** of proposal and supporting documentation to the appropriate **Forest Legacy Area Sponsor:**

Connecticut Valley (Western Valley & Holyoke Range)

Kristin DeBoer
Kestrel Land Trust
P.O. Box 1016, Amherst, MA 01004
(413) 549-1097
info@kestreltrust.org

Estabrook Woods

Joan Ferguson
Concord Land Conservation Trust
PO Box 141, Concord, MA 01742
978-369-6526
info@concordland.org

Nashua River Greenway

Al Futterman
Nashua River Watershed Association
592 Main Street, Groton, MA 01450
(978) 448-0299
alf@NashuaRiverWatershed.org

North Quabbin Corridor

Leigh Youngblood
Mount Grace Land Conservation Trust
1461 Old Keene Road, Athol, MA 01331
(978) 248-2051 x20
youngblood@mountgrace.org

Heritage Corridor

Ed Hood
MassConn Sustainable Partnership
30 Peck Road, Monson, MA 01057
(508)347-9144
ehood@opacumlt.org

Stockbridge Yokun Ridge & Taconic Range

Tad Ames
Berkshire Natural Resource Council
20 Bank Row, Pittsfield, MA 01201
413-499-0596
tames@bnrc.net

COMMONWEALTH OF MASSACHUSETTS · EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS

Department of Conservation and Recreation
251 Causeway Street, Suite 600
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Charles D. Baker
Governor

Karyn E. Polito
Lt. Governor

Matthew A. Beaton, Secretary
Executive Office of Energy & Environmental Affairs

Carol I. Sanchez, Commissioner
Department of Conservation & Recreation

- B. Send one paper copy and one electronic copy of the proposal and supporting documentation to the Forest Legacy Program Coordinator:**

Lindsay Nystrom
Forest Legacy Program
Department of Conservation & Recreation
355 West Boylston Street
Clinton, MA 01510
lindsay.nystrom@state.ma.us

The Cover Letter, Interest Owner Letter of Commitment, Landowner Participation Letter, and Letters of Support mailed to the above address must include original signatures.

- C. Forest Legacy project proposals must also be entered into the "Forest Legacy Information System" (FLIS) no later than 5:00PM on September 12, 2016** for project proposals to be considered complete and eligible for review and ranking by the Massachusetts Forest Legacy Committee. Notify the appropriate Forest Legacy Area Sponsor and the Forest Legacy Program Coordinator that your project has been entered into FLIS.

Application Instructions:

Application must be submitted with all of the following supporting documentation to be considered complete. **Download FY2018 templates for these documents from the MA Forest Legacy Program website (<http://www.mass.gov/dcr/forest-legacy>).**

1. Cover Letter containing the following information:
 - a. Project Partner's Contact Information: name, organization/agency, address, phone, e-mail
 - b. Is this a multi-State project? If so, explain and list state(s) involved. Include letter of support from partner(s) in other state(s).
 - c. Description of the project and how the project proposal will meet the criteria in the "Massachusetts Assessment of Need" and protect the **public benefits** and **environmental values** identified for the specific "Forest Legacy Area".
2. Forest Legacy Project Information Worksheet: Describe the project and the public benefits and environmental values to be protected. Please refer to the "FLP Project Scoring Guidance" for information on the criteria on which your project will be scored. This data must also be entered into FLIS.
3. Forest Legacy Tract Information Worksheet: Enter tract characteristics and cost share information. This data must also be entered into FLIS.
4. Interest Owner Letter of Commitment: Letter from State Agency, Municipality, or Federal Government (on appropriate letterhead and with authorized original signature) stating that they agree to hold the Forest Legacy Title Interests (Fee and / or CR).
5. Landowner Participation Letter: Letter signed by the landowner(s) with original signatures of **all legal owners** stating the following information:

- a. The Project Partner has explained the requirements of the Forest Legacy Program, reviewed the Forest Legacy Program Conservation Restriction / Deed Template with the landowner, and the landowner agrees to include their property for consideration in the FY2018 application process,
- b. If the interest to be acquired is a Conservation Restriction, include a statement that the project partner has explained:
 - What a Forest Stewardship Plan is and the requirement to have a Forest Stewardship Plan filed with DCR and approved by the State Forester.
 - That one of the scoring criteria for the Forest Legacy Program is that the project increases dispersed pedestrian public access. The letter must state if the landowner has agreed to full, restricted, or no public access on the CR property.
6. Budget Information Worksheet: The budget information must also be entered into FLIS. All numbers in the budget must be rounded to the nearest \$5,000.
7. Boundary / Shapefile(s): For each tract, a shapefile with the boundary of the land to be protected must be included. Bundle all files associated with your tract boundary into a .zip file folder.
8. Photos: Up to 4 Photos of the project can be included in the application.
9. Letters of Support: Letters of support, with original signatures, from all supporting parties listed in FLIS. Letters from U.S. and State representatives, State and federal wildlife and conservation agencies, municipal governments, and local conservation organizations are encouraged.

All project proposals must:

- Meet the goals of the Massachusetts Forest Legacy Program.
- Identify any federal lands or federal investments the project complements.
- Comment to what extent public access will be provided (Full, None, Restricted) and describe the type of public access that will be allowed or an explanation of why public access will be restricted or prohibited.
- Name the “Project” using a term that **will not** identify the landowner’s name.
- Identify each “Tract” in priority order. **Do not** use landowner’s name in FLIS. Identify tracts as: Tract 1, Tract 2, Tract 3, etc.
- Request no more than \$7,000,000.00 in Forest Legacy Program funding.
- Round the budget up to the nearest \$5,000.00. Including the “Total Tract Cost” (“Tract Cost” in FLIS), the “Forest Legacy Program Funding Request” (“FLP Funding” in FLIS), and the “Cost Share Information Amount” (“Non-Federal Cost-Share” in FLIS) for each Tract on the Tract Information Worksheet.
- If it is a multiple year proposal (phased project), indicate which phase of the project is being considered this year, how many phases have been completed, and whether additional phases will

be necessary if this phase is not fully funded. Individual phases will compete each year as standalone projects against all other proposed projects.

- If it is a new proposal, indicate whether the project can be phased and which tracts would make up the phases. (Be advised that by stating the project may NOT be phased there is the risk that the project prioritization panel will opt not to fund the project at all.)

Additional Information:

The documents listed below contain information that may be useful in the preparation of project proposals. They can be found on the MA Forest Legacy Program website at <http://www.mass.gov/dcr/forest-legacy>:

- Forest Legacy Information System (FLIS) Users Guide
- Frequently Asked Questions Regarding Submitting Images to FLIS
- Project Scoring Guidance
- Map of Forest Legacy Areas in Massachusetts
- Guide & Checklist to Closing a Forest Legacy Project (CR & FEE)
- A Study of 2008, 2009, and 2010 Forest Legacy Program Project Ratings
- Massachusetts Forest Legacy Program Assessment of Need Documents
- National Review Panel TIPS
- USDA Northeastern Area Forest Legacy Program web site: <http://na.fs.fed.us/legacy/index.shtm>
- The USDA Forest Service, Final Amended “Forest Legacy Program Implementation Guidelines” (June 30, 2003) (As Amended May 18, 2012). are available at: <http://na.fs.fed.us/legacy/resources/pdf/FLPGuidelinesFinalAmended05082012.pdf>

Please contact Lindsay Nystrom at 508-792-7714 x114 or lindsay.nystrom@state.ma.us if you have any questions.